

OCCUPIED LAND FUND

The parable of those who spend their possessions in the sake of God is that grain of which grow seven ears, in every ear a hundred grains: for God gives manifold increase to whom He wills and God cares for all and Knows all things.



صندوق الأرض المحتلة

مَثَلُ الَّذِينَ يُنْفِقُونَ أَمْوَالَهُمْ فِي سَبِيلِ اللَّهِ كَمَثَلِ حَبَّةٍ أَتَتْ مِنْ شَجَرٍ تُنتِجُ فِي كُلِّ شَجَرَةٍ مِائَةَ حَبَّةٍ وَاللَّهُ يُضَاعِفُ لِمَنْ يَشَاءُ وَاللَّهُ وَاسِعٌ عَلِيمٌ

agenda0291

Board Meeting Minutes

GOVERNMENT
EXHIBIT
HLF Search - 5
3:04-CR-240-G
U.S. v. HLF, et al.

1st meeting 1991.
Los Angeles, CA

Date: 16-18 February 1991
Present: Mohammed Elmezayen, Chairman
Ghassan Elashi
Shukri AbuBaker

Agenda:

- 1- Action Plan 1991.
- 2- Budget 1991.
- 3- Follow-up reports.
- 4- Miscellaneous.

1- Action Plan:

It has been agreed that the OLF will focus of four major objectives during the year 1991 as follows:

- A- Achieve administrative stability.
- B- Achieve a target of \$1.5 million.
- C- Expand field capabilities and media contacts.
- D- Diversify in fund-raising means and techniques.

decisions pertaining to action plan:

- 1- The exec. director shall finalize all employment needs of OLF by the end of 1991.
- 2- All Office and employment policies shall be finalized by 5/31/91.
- 3- The Exec. director is authorized to employ more staff up to \$25,000 total annual salaries to cover public relations and mailing list needs.
- 4- The OLF shall embark on telecommunication fund raising.
- 5- The OLF shall embark on market segmentation direct mail fundraising.
- 6- The board shall select an honorary board with 10-15 members.
- 7- The board shall appoint two additional local representatives to cover communication and logistics in the occupied land.
- 8- The board shall assign OLF attorney to research alternative fund raising techniques and investment possibilities.
- 9- The OLF shall precede with the formation of a national network
- 10- The OLF office shall have access to an expense account up to \$3,000 a month.

2- Budget 1991.

It has been agreed that the total OLF budget should not exceed \$195,450 with an expected total revenue of \$1,500,000.
As attached.

3-Follow up reports.

Mr. Elashi confirmed that the following amount have been transferred to the O.L.

12/07/90	Islamic Univ./Gaza	\$50,000	Univ. Library.
12/18/90	Islamic Univ./Gaza	\$50,000	Univ. Library.
12/18/90	Cultural Soc./Jrslm	\$60,000	AlAqsa Projects.

Mr. AbuBaker elaborated on the preparations for Ramadan campaign. He also briefed the committee on the development of orphan sponsorship program, mailing list and day today operations of the office.

4- Miscellaneous.

- *The office shall develop a system in dealing with returned checks.
- *The orphan dues shall be transferred to the O.L. no later than 5/1/91.
- *OLF staff are encouraged to attend fundraising seminars and work shops at OLF expense.
- *The Office is recommended to design Appreciation Certificates to potential donors in addition to information packages.

* Next board meeting May 4-5, 91.

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Board Meeting Minutes

agenda0590
Los Angeles, CA

Date: 5-6 may 1990
Present: Mohammed Elmezayen, Chairman
Ghassan Elashi, Secretary
Shukri AbuBaker, Member

Agenda:

- 1- Follow up on last meeting resolutions.
- 2- Executive director report.
- 3- Requests for financial aid.
- 4- Miscellaneous.

1- Last meeting resolutions.

A- Mr. Elashi confirmed that an office has been rented in the fox hills area in Culver City and that it has been fully operational by march 1, 1990.

B- A gift for \$1000 has been presented to the Palestine Arab Fund on 3-19-90 and a grant for the amount of \$ 7000.00 has been handed to Dr. Batniji for the Medical Soc. of Arab Americans.

C- The Executive director was able to start his responsibilities by the 2nd week of March.

D- The Ramadan mailing have gone out on time by first class mail to more than 20,000 addressee.

2- Executive Director report.

A- Mr. AbuBaker commended Mr. Elashi for his special efforts and his full cooperation in facilitating the office in preparing for Ramadan campaign.

B- The exec. Director pointed out that he is in the process of hiring a full time assistant and a part time data processor.

C- The executive director laid out his plan for the OLF public relation and information program.

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صندوق الأرض المحتلة

قُلْ الَّذِينَ يُنْفِقُونَ أَمْوَالَهُمْ فِي سَبِيلِ اللَّهِ
كَمَثَلِ حَبَّةٍ أَلْقَيْتَ بِشَيْءٍ فَبَدَّلَ فِي كُلِّ شَيْءٍ مِائَةَ حَبَّةٍ
وَاللَّهُ يُضَاعِفُ لِمَنْ يَشَاءُ وَاللَّهُ وَاسِعٌ عَلِيمٌ.

Board Meeting Minutes

agenda0790

Los Angeles, CA

3rd meeting

Date: 25-26 July 1990

Present: Mohammed Elmezayen, Chairman
Ghassan Elashi, Secretary
Shukri AbuBaker, Member

Agenda:

- 1- Follow up on last meeting resolutions.
- 2- Executive director report.
- 3- Review of financial transfers and future activities.
- 4- Miscellaneous.

1- Last meeting resolutions.

The chairman lead this session and reviewed last meeting minutes. It was recorded that all resolutions were observed and executed.

In addition the 1990 plan was reviewed and evaluated.

2- Executive report.

A- The exec. director presented a full report of the OLF activities in and outside the office.

B- Candidates for a full time job were named. The board agreed that Mr. Maghawri will be appropriate for the job. No decision was made.

C- The exec. director assured the board that the PR plan is being implemented and that a special meeting was held early in July with media consultants to devise a media strategy for the OLF. Also it was pointed out that an special portable exhibit has been prepared and a special event has been held in Los Angeles .

D- The upcoming fundraising campaign was thoroughly discussed.

3- Financial transfers.

Mr. Elashi assured the board that fund are being transferred according to plan. He advised Mr. chairman to communicate Olf policies to its fund recipients in the occupied land.

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صندوق الأرض المحتلة

مثل الذين يُنفقون أموالهم في سبيل الله
كمثل حبة انبتت سبع سنابل في كل سنبلة مائة حبة
والله يضاعف لمن يشاء والله واسع عليم.

Board meeting Minutes

Agenda591

2nd meeting 1991

Date: May 4&5, 1991

Present: Mr. Mohammed Elmezayen
Mr. Elashi
Mr. AbuBaker

Agenda:

- 1- Follow- up reports.
- 2- Financial Reports.
- 3- Appropriation policies.
- 4- Boards and committees.
- 5- Miscellaneous.

1- Follow-up reports.

Mr. AbuBaker presented his report which included updated information on office related issues and Ramadan campaign.

Mr. AbuBaker reported that so far about 180 orphans have been sponsored and about 170 more are expected to be sponsored by the end of the year.

The mailing system has been improved by using a new addressing machine and a new mailing software that helped save money and labor.

A plan to increase the mailing list by 100% by the end of the year have been put to work.

Ramadan campaign

Mr. AbuBaker reported that direct mail was sent to about 20000 names and about 45000 letters were distributed among requestors, businesses and centers.

Up-to-date the office processed about 1600 response with total donations \$290,000 approx.

Field trips were made during ramadan covering three states.

2- Financial reports.

Mr. Elashi resented a financial report (enclosed) and reported the following activities:

4/15/91 \$100,000.00 Zakat fund to Islamic Relief Agency/ Israel.
5/3/91 \$33,450.00 Orphan dues to the West Bank and Gaza.

3- Appropriation Policies.

The board discussed an appropriation policy that may ensure fairness in the disbursement of funds to different parts of the Occupied land in addition to some of the palestinian refugee camps. A plan was proposed but no final decision was made.

The board decided to appropriate an annual gift to the islamic University in Gaza in the amount of \$50,000.00.

The board agreed to appropriate a one time gift to Masjid Ibn Aof / Nables in the amount of \$7,000.00.

To diversify income sources the board agreed to invest 25% of the anticipated 1991 total revenue in long term, low risk investment.

4- Boards and committees.

In an effort to promote pluralism and diversity within the OLF board it has been agreed that two more members are needed to join the board of directors and an advisory board is needed to be formed.

Proposed names for BOD:

Dr. Abdulmannan Alo, Sheikh Shareef Battikhi, Dr. AbdulMadid Aljundi.

Mr. Chairman will make the necessary contacts.

Proposed names for advisory board:

Dr. Mozammil siddiqi, Dr. Saleh Hamdan, Dr. Subhi Albatniji, Dr. Ahmad Saqr, Dr. Jamal Badawi, Sheikh Nabeel Elsadoun, Sheikh Jamal Said, Dr. Husam Elrimawi.. and others.

The board discussed the heath situation in the Occupied land and decided to form a medical committee to attend to the situation and help organize relief activities. Mr. chairman was asked to make initial contacts among physicians of interest.

5-miscellaneous.

The board approved Mr. Rafat Sabha as a candidate for a full time job with OLF with an annual salary not more than \$20,000. The executive director was asked to finalize the matter.

Next meeting wil be decided later on.

Board0292

Board minutes
Meeting No. 1
February 22, 1992
Los Angeles

Present: El-Mezain, AbuBakr, El-Ashi
Absent:

On the agenda:
Administrative report: AbuBakr
financial report: El-Ashi
92 action plan.
Moving to Dallas.

Administrative report:

Executive director presented an oral report on 1991 (attached)
Financial situation presented by Mr. El-Ashi (attached within 91
report)

comments:

Mr.El-Ashi showed concern that administrative costs were above
the 15% margin, and the main reason may have been expansion and
travelling, but its accepted in reference to the accomplishments
of 1991.

Mr. AbuBaker explained his plan to curb the overhead expenses and
suggested a more flexible budget that corresponds to the
anticipated income of \$1,400,000 for 1992.

Resolution: Chairman and Mr. El-Ashi are to work on the 1992
budget.

Comments:

The board agreed to limit the administrative expenses to 18% max.
and to engage in other low budget fun-raising methods such as
personal visits to prime donors. and to activate more volunteer
committees.

Regarding program expenses there was an agreement that HLF needs
to be careful in dealing with program spending and should
administer more supervision on the implementation of such program
despite the tight political situation in the Occupied
Territories.

1992 Action Plan:

Mr. Chairman presented his five points plan for 1992:

- 1- Continuing legal and administrative stability.
- 2- More field expansion.
- 3- New Fun-raising methods, such as designated funds and gifts in
kinds and orphan sponsorship.
- 4- More coordination with other philanthropies in the USA and
abroad.
- 5- Better relations with Jerusalem office.